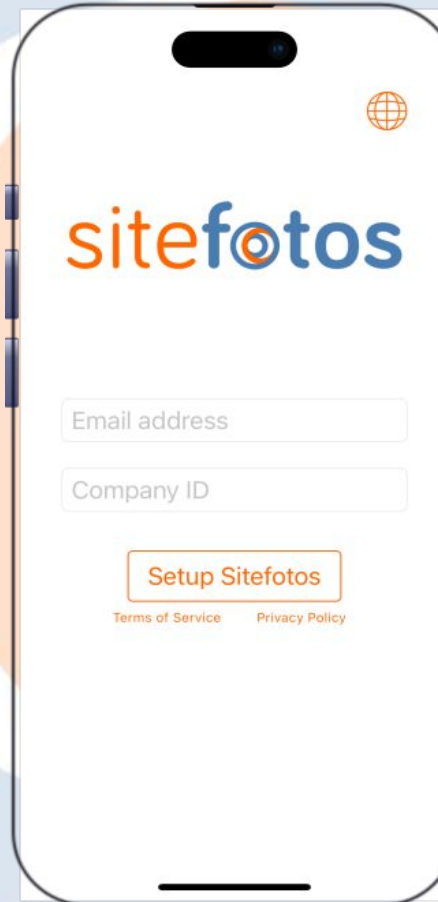




**Sitefotos Mobile App
Training**

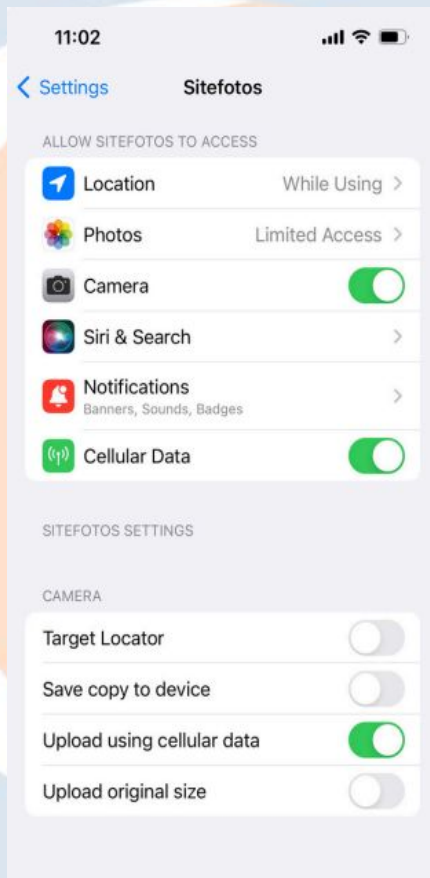
Download the Sitefotos mobile app

- **Login to the Sitefotos Mobile App (one time only then do not need to log out).**
- **Each employee will log in to the app with their own email address**
- **Each company will be given their Company ID (same for all employees)**



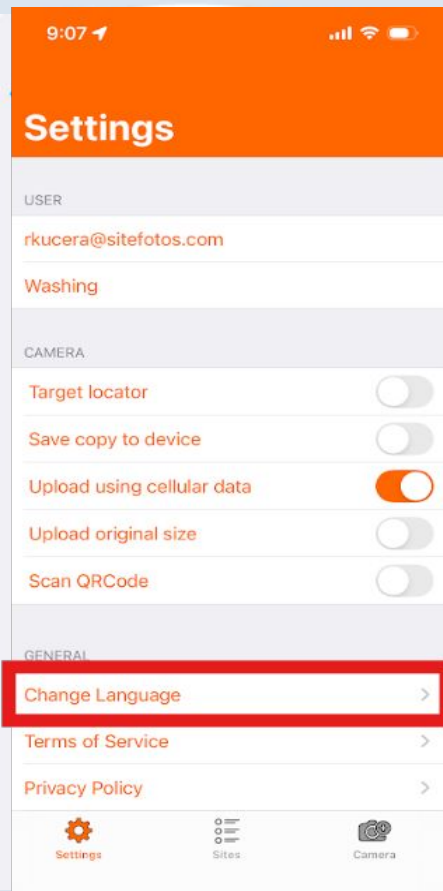
Required App Settings

- Please be sure to enable access to camera and GPS 'While Using' upon setup.



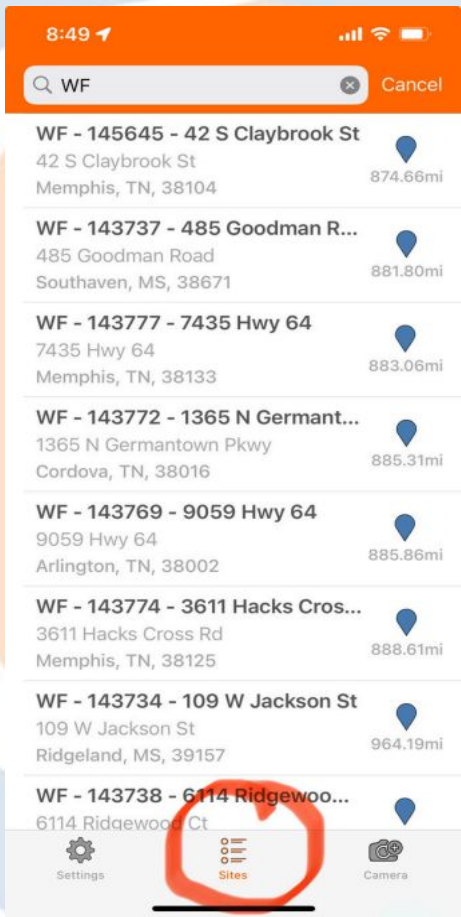
Spanish Speaking Users

- To change the language within the app, click on **Settings** → **Change Language**.



Using Sitefotos mobile app

- Click on the Sites tab to see a list of sites within 30 miles of you.
- The site at the top of the list should be the site that you're on.
- Click on the site that you're on to access the form(s).



Using Sitefotos mobile app

- When you click on the site, the you will see a list of forms assigned to that site
- Click on the form you wish to complete.
- If there is only one form for that site, the form will automatically open.
- You must hit the “check in” button before you can fill out the form.

The screenshot displays the Sitefotos mobile application interface. At the top, the status bar shows the time as 1:34 and signal indicators. The app header is orange with a back arrow, the text 'Venture X', and the title 'Wells Fargo Winter Form'. Below the header, there are two tabs: 'Notes' and 'Operating Hours'. The main content area is titled '* Before Photo(s)' and features a 'Services' section with a list of tasks: 'Plow Lots', 'Shovel Walks', 'Deice Lots', 'Deice Walks', and 'Sr'. Each task has an unchecked checkbox. A modal dialog box is centered on the screen with the title 'Sitefotos' and the message 'To continue you must check in first'. The dialog has two buttons: 'View' and 'Check in'. At the bottom of the screen, there is a large orange button labeled 'Check in'.

Using Sitefotos mobile app

- Once you Check In, you will be able to complete the form. Any questions with an “*” are required.

The screenshot displays the Sitefotos mobile app interface. At the top, the status bar shows the time as 1:35, along with signal and battery icons. The app's header is orange with a white back arrow and the text "Venture X Wells Fargo Winter Form". Below the header, there are two tabs: "Notes" and "Operating Hours". The main content area is divided into sections. The first section is labeled "* Before Photo(s)" and contains a photo icon. Below this is a section titled "Services" with a list of five items, each with an unchecked checkbox: "Plow Lots", "Shovel Walks", "Deice Lots", "Deice Walks", and "Snow Hauling". The second section is labeled "* After Photo(s)" and also contains a photo icon. At the bottom of the screen, there is a "1/1" indicator and a "Check out" button.

Using Sitefotos mobile app

- Click the Camera Icon within the form to take a photo.
- Once you submit the photo, you will then see the photo within the form.

The screenshot shows the 'Sitefotos Office Vehicle Wash' form on a mobile device. The form includes fields for 'Cleaner's Name (First and Last)' (Test Washer), 'Vehicle ID' (12345), and 'Photo Of Vehicle ID' (with a camera icon highlighted by a red box). Below these are 'Submission Timing' (Before/After) and 'Type of Vehicle' (Admin/Delivery (G1)/Delivery (G2)). A 'Select Vehicle- Group 1' dropdown is set to 'FFV'. The 'Services' section has checkboxes for 'Wash Vehicle' (checked) and 'Polish Vehicle' (unchecked). A 'Photo(s) (Required)' section shows a 'Photo of Driver's Side' with a camera icon. At the bottom, there is a '1/1' indicator and a 'Check out' button.

1:15 5G

< Back Sitefotos Office Vehicle Wash

* Cleaner's Name (First and Last) Test Washer

* Vehicle ID 12345

* Photo Of Vehicle ID 



* Submission Timing Before After

* Type of Vehicle Admin Delivery (G1) Delivery (G2)

Select Vehicle- Group 1 FFV

* Services

☒ Wash Vehicle

☐ Polish Vehicle

Photo(s) (Required)

* Photo of Driver's Side: 



1/1 Check out

Using Sitefotos mobile app

- Once you've completed the form, hit the "Check Out" button.
- If you have forgotten to complete a field in the form, a notification will appear stating the fields that were missed.
- You will not be able to submit the form unless all required fields are completed.

The screenshot shows the 'Sitefotos Office Vehicle Wash' form on a mobile device. The form has an orange header with a 'Back' button and the title 'Sitefotos Office Vehicle Wash'. It contains four photo requirements, each with a camera icon and a trash can icon: 'Photo of Rear:', 'Photo of Windshield:', 'Photo(s) of interior of vehicle', and 'Photo(s) of ground area'. Below these is an orange notification bar that reads 'Please take at least one Photo of Ground Area Showing No Water:'. At the bottom, there is a '1/1' indicator and a red-bordered 'Check out' button.

1:16 5G

< Back Sitefotos Office Vehicle Wash

* Photo of Rear:

* Photo of Windshield:

* Photo(s) of interior of vehicle

Please take at least one Photo of Ground Area Showing No Water:

* Photo(s) of ground area

1/1

Check out

Using Sitefotos mobile app

- If you have forgotten to complete a required field in the form, a notification will appear stating the fields that were missed.
- You will not be able to submit the form unless all required fields are completed.

10:54 413 Main Street, Filer, ID 83328, US
USPS Pre-Season Snow Inspection...

* Damaged Signage(handicap, parking, etc.)?
Yes No

* Damaged Parking Log(potholes, cracks, etc.)?
Yes No

* Drainage concerns/areas?
Yes No

* Access Restricted Areas/Gates?
Yes No

* Site Map- Reviewed, service areas outlined, and copy attached
Yes No

* Hourly Snowfall (in/24 hours)
Yes No

* Mail delivery schedule in/out
Yes No

* Gate Access/Collect Key/Combination Locks etc.
Yes No

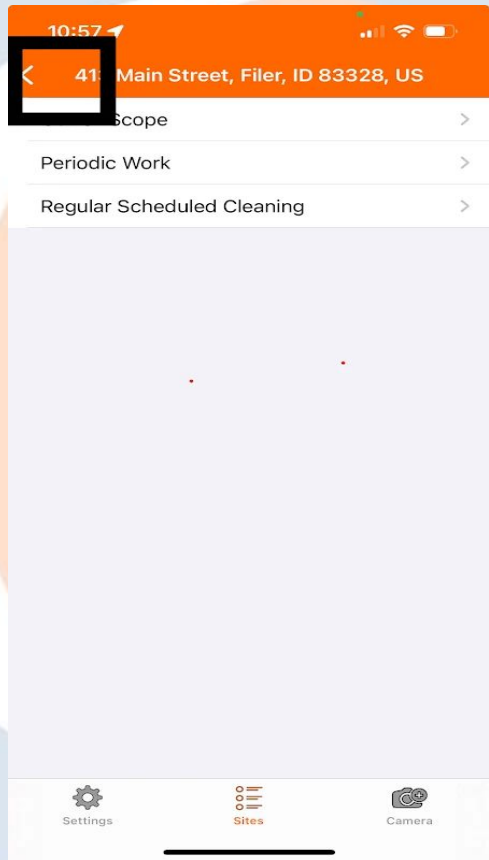
* Staking Completed- pictures required
Yes No

1/1 Check out

Sitefotos
Required field: * Site Map- Reviewed, service areas outlined, and copy attached
Ok

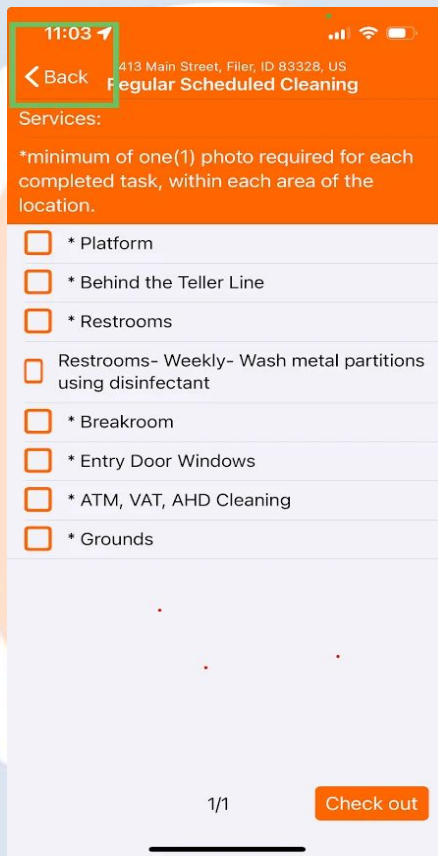
Using Sitefotos mobile app

- Once you submit the form, the app will take you back to form page.
- Click the arrow in the upper left corner of the app to get back to your sites tab to check into your next site.



Using Sitefotos mobile app

- If you check into the wrong form, hit the “back” button in the upper left corner of the app.



The screenshot shows the Sitefotos mobile app interface. At the top, the status bar displays the time 11:03, signal strength, Wi-Fi, and battery. Below the status bar, the app header is orange and contains a green-outlined box around the '< Back' button, the address '413 Main Street, Filer, ID 83328, US', and the title 'Regular Scheduled Cleaning'. The main content area is white and features a section titled 'Services:' with a note: '*minimum of one(1) photo required for each completed task, within each area of the location.' Below this is a checklist of tasks, each with an orange checkbox:

- ☐ * Platform
- ☐ * Behind the Teller Line
- ☐ * Restrooms
- ☐ Restrooms- Weekly- Wash metal partitions using disinfectant
- ☐ * Breakroom
- ☐ * Entry Door Windows
- ☐ * ATM, VAT, AHD Cleaning
- ☐ * Grounds

At the bottom of the screen, there is a '1/1' indicator and an orange 'Check out' button.

Using Sitefotos mobile app

- This will take you back to your forms page. The form that you are currently check into will be orange. Swipe left on that form to clear out of that form and then select the correct form.

